

VILLAGE OF THIENSVILLE
PLAN COMMISSION
AGENDA

DATE: Tuesday, September 14, 2021

LOCATION: Village of Thiensville

250 Elm Street

TIME: 6:00 PM

I. CALL TO ORDER

II. ROLL CALL

Chairman: Van Mobley

Commissioners:

Douglas Chimenti

Mike Dyer

Rick Gattoni

Carol Gengler

Sarah Hughes

Ken Kucharski

Planner: Jon Censky

Director of Community Services/Public Works: Andy LaFond

III. CITIZENS TO BE HEARD

Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per Wis. Stats. 19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to

be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you **must** pre-register by emailing the Village Clerk at alanglois@village.thiensville.wi.us by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

IV. BUSINESS

All applicants or their contractors must be present for any approvals.

A. Approval Of Minutes

1. August 10, 2021

Documents:

[8-10-2021 PLAN COMMISSION MINUTES.PDF](#)

B. Review And Action Regarding Shed, Tom Porter, 307 Washington Court

Documents:

[PORTER SHED REPORT.PDF](#)
[307 WASHINGTON COURT SHED.PDF](#)

C. Review And Action Regarding Exterior Remodel, Painting Brick, Addition Of Decorative Elements, Lap Metal Awnings And New Windows, Dr. Suzanne Lux, 108 East Freistadt Road

Documents:

[LUX DENTAL CLINIC REPORT.PDF](#)
[LUX PLAN APP.PDF](#)
[LUX PLANS.PDF](#)

V. STAFF REPORT

Documents:

[PLAN STAFF REPORT.PDF](#)

VI. ADJOURNMENT

Amy L. Langlois, Village Clerk

September 10, 2021

Please advise the Thiensville Municipal Hall, 250 Elm Street (242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.

Notice is hereby given that a quorum of the Village Board and/or Village Committees may be in attendance at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take any formal action thereto at this meeting.

**VILLAGE OF THIENSVILLE
PLAN COMMISSION
MINUTES**

DATE: Tuesday, August 10, 2021

LOCATION: Village of Thiensville
250 Elm Street

TIME: 6:00 PM

I. CALL TO ORDER

Commissioner Kucharski called the meeting to order at 6:00 PM.

II. ROLL CALL

Chairman:	Van Mobley (excused)	
Commissioners:	Douglas Chimenti	Carol Gengler
	Mike Dyer	Sarah Hughes (excused)
	Rick Gattoni	Ken Kucharski
Planner:	Jon Censky	
Administrator:	Colleen Landisch-Hansen	

III. CITIZENS TO BE HEARD

Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you **must** pre-register by emailing the Village Clerk at alanglois@village.thiensville.wi.us by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

There were no citizens to be heard or correspondence received.

IV. BUSINESS

All applicants or their contractors must be present for any approvals.

- A.** Approval of Minutes
1. July 13, 2021

MOTION by Commissioner Gengler, **SECONDED** by Commissioner Chimenti to approve the July 13, 2021, Minutes. **MOTION CARRIED UNANIMOUSLY.**

- B.** Review and action regarding Shed, Terry Leonardelli, 217 Luisita Road

Terry Leonardelli was present. The proposed shed will be 10' x 10' and will be placed on the southwest corner of the property. The roof will be asphalt and will be built on a base of gravel and cinder blocks. The shed will be painted the same color as the house, will be covered with Autumn Brown asphalt shingles and have a double set of brown hinged doors.

Planner Censky noted the proposed shed fully complies with Village Code and recommends approval.

MOTION by Commissioner Chimenti, **SECONDED** by Commissioner Gattoni to approve Shed, Terry Leonardelli, 217 Luisita Road. **MOTION CARRIED UNANIMOUSLY.**

V. STAFF REPORT

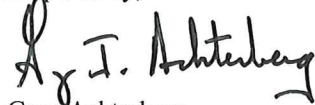
Administrator Landisch-Hansen shared the staff report with the Commission. There was a utility trailer parked on the lawn at 301 Crescent Lane, long grass at 224 Heidel Road and dead trees, brush and branches at 600 Oakwood Drive. Also, a public hearing is scheduled for August 16, 2021, for two proposed Ordinances recommended by the Plan Commission to the Village Board for consideration: 1) allowing limited residential use on the ground floor space of buildings in the B-1 Central Business District and 2) allowing for ordinary maintenance, repairs and alterations of non-conforming structures to be permitted provided dimensional requirements of the Zoning Code are followed.

Commissioner Gattoni noted two other homes in the Village regarding property maintenance: 1) debris and other items associated with tree removal that have been on the property for some time, and 2) a resident who has machinery on the property associated with a landscaping business. Commissioner Kucharski suggested submitting the specifics to Director of Community Services/Public Works Andy LaFond to be looked into. Administrator Landisch-Hansen shared that residents often come to Village Hall to report issues. Garbage cans that are left in view of the street also have been an issue recently. The Village is educating residents on that topic through the weekly Village Voice email newsletter. Commissioner Gengler is pleased to see the Village will do a special garbage pickup for the many residents who had water in their basements and other storm-related damage. Commissioner Gengler also noted that some residents place garbage at the curb well in advance of their weekly pickup. Administrator Landisch-Hansen stated that garbage should not be at the curb more than 24 hours in advance.

VI. ADJOURNMENT

MOTION by Commissioner Dyer, **SECONDED** by Commissioner Gattoni to adjourn the meeting at 6:10 PM.
MOTION CARRIED UNANIMOUSLY.

Prepared by,



Gary Achterberg
Administrative Assistant

Submitted by,



Amy L. Langlois
Village Clerk/Deputy Treasurer

TOM PORTER BACKYARD SHED- 307 WASHINGTON COURT

To: Village of Thiensville, Plan Commission

Prepared by: Jon Censky, Village Planner

Date: September 14, 2021

General Information

Applicant:	Tom Porter
Status of Applicant:	Owner
Requested Action:	Backyard Shed
Zoning	R-2 Single Family Residential District
Proposed Zoning:	No Change
Location:	307 Washington Court
Land Use Plan Designation:	Residential
Existing Land Use:	Single Family

Report:

The applicant is proposing a backyard shed to be located at the southwest corner of his property, 10' from the south and west property lines. The shed measures 10' x 12' or 120 square feet in size and will have a height of 9'10". The shed will be of wood material with a double door system and window on the north elevation. The structure will be painted grey and white to match the color of their house.

According to **Sections 17.0603. E.** of the zoning code, **Accessory structures, such as garden or utility sheds, shall be placed or erected in the rear yard provided, cannot exceed 150 square feet and shall not be closer than 5 feet to the principle structure, shall not exceed 12 feet in height and shall be located no closer than 3 feet to any property line.**

Staff Comments:

Staff's review indicates full compliance with the R-2 requirements and, therefore, approval is recommended subject to the following:

- The applicant securing a building permit prior to construction.



Village of Thiensville

Plan Commission Application



Property Address: 307 Washington Ct., Thiensville WI 53092

120500416000

Tax Key #

Current Zoning

Property Owner

Applicant ☒ Same as owner

Tom Porter

Name

Name

307 Washington Ct.

Address

Address

414-517-0515

Phone

Phone

TPorter14@gmail.com

Email address

Email address

Project description

Please describe your project in detail. Include details about height and dimensions, color, materials used and setbacks from the street and property lines. Provide any information that you believe will assist staff in reviewing and approving your request.

Professional installation of a Yardline Somerset
10x12 shed. Overall height at roof peak is 9'10". Wood
construction to be painted grey/white to match the house.
Asphalt shingle roof. Planned location in the south west
corner of the lot. Minimum setback of 10' from the south and
west lot lines. Slab or footings as needed / recommended
by the Village. Construction / install by the manufacturer.

[Signature]

Applicant's Signature

08-26-2021

Date

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule to the Village Clerk. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. The applicant is responsible to pay planner charges after a first half hour of planner time. Owner, architect, builder or owner's representative must attend the Plan Commission meeting for action to be taken. Work cannot begin until Plan Commission approval and paid and approved building permit.

Planner Fee Schedule: The Village provides the first half hour of the Village Planner's services. Any additional plan review time is billed at \$50.00/hr

Application Checklist: *Two Paper Copies and an electronic copy with files in PDF format (plan size 11X17) must be submitted for all applicable items below for planner review and the Plan Commission packet.*

- ☐ Submit scaled site plan with proposed location and setbacks with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:

A. Structures, showing all entrances	K. Dumpster location and screening
B. Driveways & street access	L. Location, color, message, dimensions and materials of all signs
C. Parking areas	M. Location, size and character of dedicated or private open space
D. Walkways	N. Location of sanitary sewer, storm sewer, water mains and services and storm water detention facilities
E. Existing landscaping	O. Floor plan of building or addition
F. Abutting public and private streets	
G. Public easements	
H. Surrounding land uses and zoning	
I. Retaining walls	
J. Decorative accessories	

- ☐ Storm water management plan.
- ☐ Completed building permit application (including two full size plan sets with state stamp for commercial and multi-family).
- ☐ Grading plan showing existing and finished grades.
- ☐ Professionally prepared landscape plan.
- ☐ Lighting plan; photometric plan, type of fixtures, wattage and location and height of lighting structures.
- ☐ Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.
- ☐ Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.

Is property in Thiensville's Historic District? ☐ Yes ☒ No

If yes, you must apply for a Certificate of Appropriateness with the Historic Preservation Commission. Complete the COA application. Attendance at HPC meeting is required

*All Commercial and Multi-Family projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Thiensville Fire Department for review, approval, and inspections.

=====

VILLAGE STAFF REVIEW

☒ Application Complete. Items needed: _____

Submitted to Village Planner on 8/27/21 Planner Staff Report Completed on _____

Plan Commission Meeting Date _____

☐ Historic Preservation Approval (if needed) on _____

ADDITIONAL REMARKS/CONDITIONS:

Village Staff

Title

Date

262-346-4577 SAFEbuilt.		WI UNIFORM PERMIT APPLICATION hartfordinspections@safebuilt.com <i>Inspections need to be called in by 4 pm for next business day inspections.</i>			PERMIT NO. _____ TAXKEY# _____	
ISSUING MUNICIPALITY OF <u>Thiensville</u> COUNTY: <u>Ozaukee</u>		☐ TOWN ☒ VILLAGE ☐ CITY		PROJECT LOCATION (Building Address) <u>307 Washington Court</u>		
				PROJECT DESCRIPTION <u>Shed</u> ☐ COMMERCIAL ☒ ONE & TWO FAMILY		
Owner's Name <u>Tom Porter</u>		Mailing Address - Include City & Zip <u>307 Washington Court Tvl</u>		Telephone - Include Area Code <u>414 517 0515</u>		
Construction Contractor (DC Lic No.) <u>Install by Costco/Yardline</u>		Mailing Address - Include City & Zip _____		Telephone - Include Area Code _____		
Dwelling Contractor Qualifier (DCQ Lic No.) _____		Dwelling Contractor Qualifier shall be an owner, CEO, COB, or employee of Dwelling Contractor		Telephone - Include Area Code _____		
Plumbing Contractor (Lic No.) _____		Mailing Address - Include City & Zip _____		Telephone - Include Area Code _____		
Electrical Contractor (Lic No.) _____		Mailing Address - Include City & Zip _____		Telephone - Include Area Code _____		
HVAC Contractor (Lic No.) _____		Mailing Address - Include City & Zip _____		Telephone - Include Area Code _____		

PROJECT INFORMATION			Subdivision Name			Lot No.		Block No.	
Zoning District		Lot Area	N.E.W. Setbacks		Front	Rear	Left	Right	
		Sq. Ft.			Ft.	Ft.	Ft.	Ft.	

1a. PROJECT		3. TYPE		6. STORIES		9. HVAC EQUIPMENT		12. ENERGY SOURCE																								
☐ New ☐ Addition ☐ Raze ☐ Alteration ☐ Repair ☐ Move ☒ Other <u>Shed</u>		☐ Single Family ☐ Two Family ☐ Multi ☐ Commercial		☐ 1-Story ☐ 2-Story ☐ Other		☐ Forced Air Furnace ☐ Radiant Baseboard or Panel ☐ Heat Pump ☐ Boiler ☐ Central Air Conditioning ☐ Other		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Fuel</th> <th>Nat. Gas</th> <th>L.P.</th> <th>Oil</th> <th>Elec. *</th> <th>Solid</th> <th>Solar</th> </tr> <tr> <td>Space Htg</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Water Htg</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </table>				Fuel	Nat. Gas	L.P.	Oil	Elec. *	Solid	Solar	Space Htg	☐	☐	☐	☐	☐	☐	Water Htg	☐	☐	☐	☐	☐	☐
Fuel	Nat. Gas	L.P.	Oil	Elec. *	Solid	Solar																										
Space Htg	☐	☐	☐	☐	☐	☐																										
Water Htg	☐	☐	☐	☐	☐	☐																										
1b. GARAGE		4. CONST. TYPE		7. FOUNDATION		10. PLUMBING		* ☐ Dwelling unit will have 3 kilowatt or more installed electric space heater equipment capacity.																								
☐ Attached ☐ Detached		☐ Site Constructed ☐ Mfd. UDC ☐ Mfd. HUD		☐ Concrete ☐ Masonry ☐ Treated Wood ☐ ICF ☐ Other		Sewer ☐ Municipal ☐ Septic No.																										
2. AREA		5. ELECTRICAL		8. USE		11. WATER		13. HEAT LOSS (Calculated)																								
Basement _____ Sq. Ft. Living Area _____ Sq. Ft. Garage _____ Sq. Ft. Other _____ Sq. Ft. TOTAL _____		Entrance Panel Size: _____ amp Service: _____ New _____ Rewire _____ Phase _____ Volts _____ Underground _____ Overhead Power Company:		☐ Seasonal ☐ Permanent ☐ Other		☐ Municipal Utility ☐ Private On-Site Well		Total _____ BTU/HR																								
								14. ESTIMATED COST																								
								\$ <u>4700</u>																								

I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the Notice to Permit Applicants form; am subject to all conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the Notice to Permit Applicants form. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

☐ I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the Notice to Permit Applicants form.

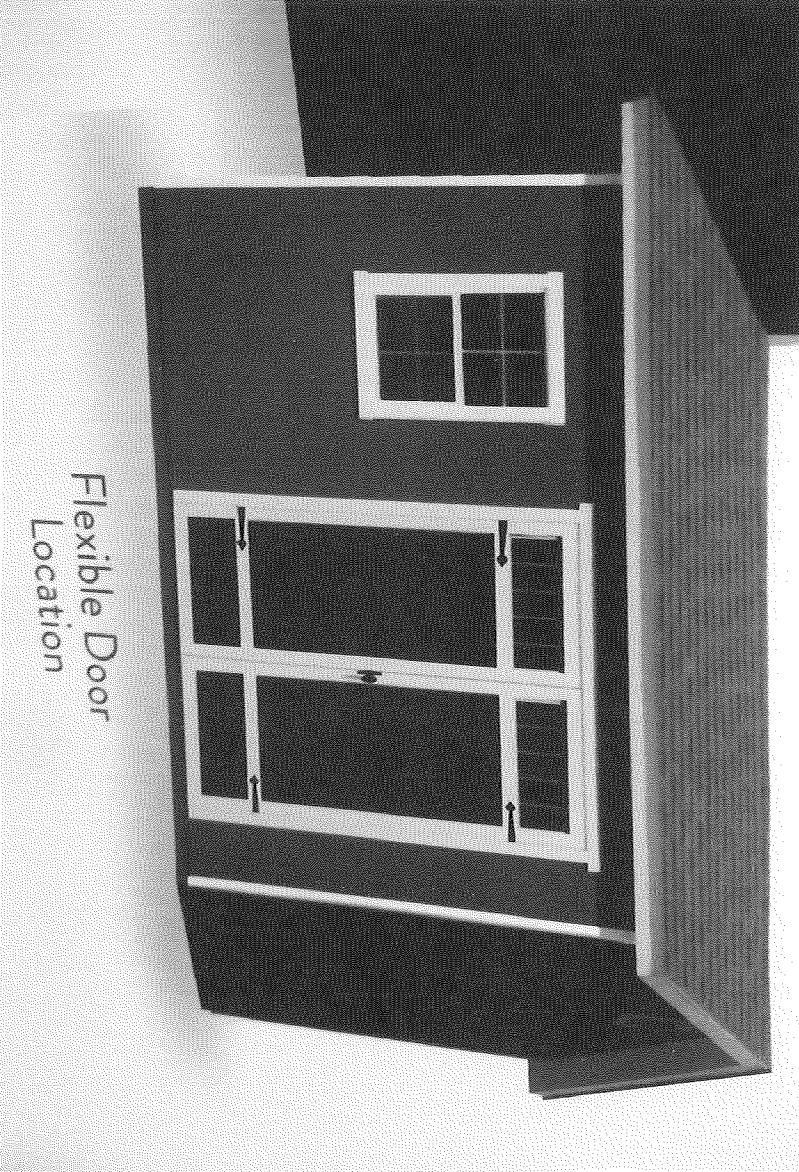
APPLICANT (PRINT): Tom Porter SIGN: [Signature] DATE: 8/27/2021

APPROVAL CONDITIONS This permit is issued pursuant to the attached conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. Owner/Builder solely responsible for compliance with all applicable State & Local Building and Zoning codes.

INSPECTIONS NEEDED Building ☐ Footing ☐ Foundation ☐ Rough ☐ Insulation ☐ Bsmt. F.I. ☐ Final
 Electric ☐ Rough ☐ Service ☐ Final Plumbing ☐ Rough ☐ Underfloor ☐ Final HVAC ☐ Rough ☐ Final

FEES:		PERMIT(S) ISSUED		SEAL NO. _____		Municipality No. _____	
Building Fee _____ Zoning Fee _____ WI Seal _____ Electric Fee _____ Plumbing Fee _____ HVAC Fee _____ Adm. Fee _____ Other _____ Total _____		Bldg. # At top of form _____ Zoning # _____ Elec. # _____ Plmb. # _____ HVAC # _____		RECEIPT CK # _____ Amount \$ _____ Date _____ From _____ Rec By. _____		PERMIT EXPIRATION: Permit expires two years from date issued unless municipal ordinance is more restrictive.	
						PERMIT ISSUED BY MUNICIPAL AGENT: Name _____ Date _____ Certification No. _____	





yardlinespecialevents.com



COMPLETE FLOOR SYSTEM

2x4 joists and engineered
floor joists, holding small tractors,
cycles, and more!



LUX DENTAL CLINIC – 108 EAST FREISTADT ROAD

To: Thiensville Plan Commission

Prepared by: Jon Censky, Planner

Date: September 14, 2021

General Information

Applicant:	Dr. Suzanne Lux
Status of Applicant:	Owner
Location:	108 East Freistadt Road
Requested Action:	Use & Architectural Changes
Existing Zoning:	B-4 Highway Business District
Lot Size:	1.11 acres
Existing Land Use:	Commercial

Report:

The applicant has recently purchased the multi-tenant commercial building at 108 East Freistadt which will continue to house Edward Jones as well as the dental clinic. This conversion will include the much welcomed update of the building's exterior and the complete renovation of the interior space. The exterior changes will include the removal of the existing canopy, adding parapet framing, EIFS and cementitious panels, awnings and new storefront windows. They will also be installing a new membrane roof and the brick exterior material will be painted.

Staff's review of the code indicates that dental clinics are listed as permitted uses by right and, therefore, review of the site and architectural plans is all that is required. Section 17.0503M.(3) a. indicates that for dental clinics, three parking spaces are required per doctor, plus one space per four patrons based on the maximum capacity of the facility are required. For us to verify compliance to the parking requirements, the applicant will need to provide additional information, accordingly. The site does have parking options in front and to the rear of the building, it appears the site can support this operation. Staff recommends the parking lot be striped to designate individual parking stalls

Staff Comments:

Staff notes that these changes are cosmetic in nature and, therefore, all setbacks, offsets and other general building locational requirements are compliant. Accordingly, staff recommends approval subject to:

- The applicant identifying the number of doctors operating from this clinic.
- The parking lot be striped.
- The applicant securing a building permit prior to commencing work.



Village of Thiensville

Plan Commission Application

Property Address: 108 E Freistadt Rd, Thiensville WI 53092



Tax Key #

Current Zoning

Property Owner

Applicant ☐ Same as owner

Dr. Suzanne Lux
Name

Paul Newman
Name

Address

401 8th Ave SE, Cedar Rapids, IA 52401
Address

414-687-0719
Phone

319-350-4808
Phone

suzannectack@gmail.com
Email address

paul@primus-companies.com
Email address

Project description

Please describe your project in detail. Include details about height and dimensions, color, materials used and setbacks from the street and property lines. Provide any information that you believe will assist staff in reviewing and approving your request.

This project consists of the exterior and interior remodeling of an existing commercial building. The exterior remodeling consists of the painting of the existing brick, addition of EIFS decorative element (top at 15' AFF) and Niching decorative element (top at 16'-10" AFF), Lap metal awnings, new alum. framed windows in existing openings and new alum framed windows in new openings.

[Signature]
Applicant's Signature

8/18/2021
Date

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule to the Village Clerk. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. The applicant is responsible to pay planner charges after a first half hour of planner time. Owner, architect, builder or owner's representative must attend the Plan Commission meeting for action to be taken. Work cannot begin until Plan Commission approval and paid and approved building permit.

Planner Fee Schedule: The Village provides the first half hour of the Village Planner's services. Any additional plan review time is billed at \$50.00/hr

Application Checklist: Two Paper Copies and an electronic copy with files in PDF format (plan size 11X17) must be submitted for all applicable items below for planner review and the Plan Commission packet.

- ☐ Submit scaled site plan with proposed location and setbacks with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:

A. Structures, showing all entrances	K. Dumpster location and screening
B. Driveways & street access	L. Location, color, message, dimensions and materials of all signs
C. Parking areas	M. Location, size and character of dedicated or private open space
D. Walkways	N. Location of sanitary sewer, storm sewer, water mains and services and storm water detention facilities
E. Existing landscaping	O. Floor plan of building or addition
F. Abutting public and private streets	
G. Public easements	
H. Surrounding land uses and zoning	
I. Retaining walls	
J. Decorative accessories	

- ☐ Storm water management plan.
- ☐ Completed building permit application (including two full size plan sets with state stamp for commercial and multi-family).
- ☐ Grading plan showing existing and finished grades.
- ☐ Professionally prepared landscape plan.
- ☐ Lighting plan; photometric plan, type of fixtures, wattage and location and height of lighting structures.
- ☐ Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.
- ☒ Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.

Is property in Thiensville's Historic District? ☐ Yes ☒ No

If yes, you must apply for a Certificate of Appropriateness with the Historic Preservation Commission. Complete the COA application. Attendance at HPC meeting is required

***All Commercial and Multi-Family projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Thiensville Fire Department for review, approval, and inspections.**

=====

VILLAGE STAFF REVIEW

☒ Application Complete. Items needed: _____

Submitted to Village Planner on 8/24/21 Planner Staff Report Completed on 9/9/2021

Plan Commission Meeting Date 9/14/21

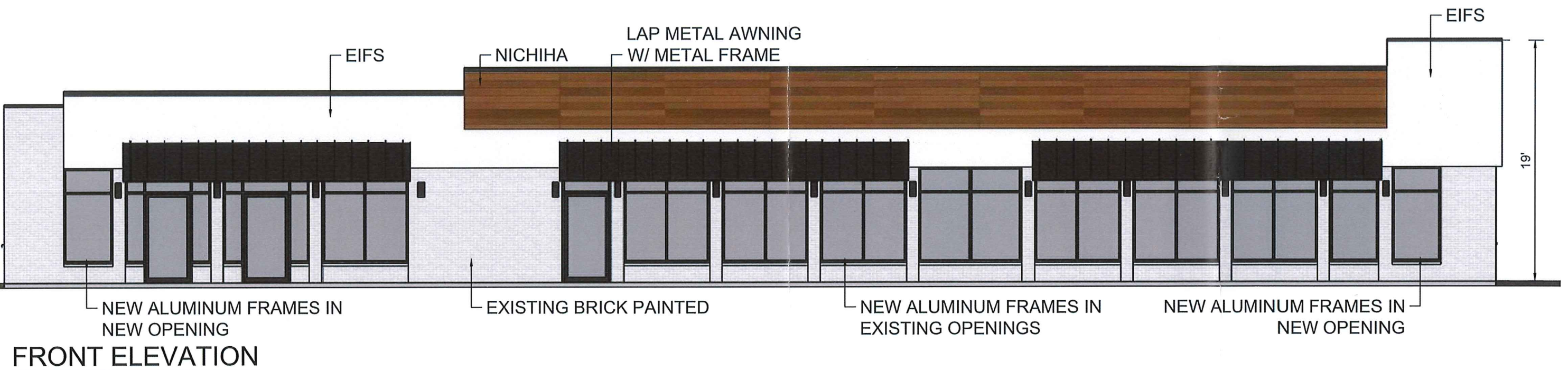
☒ Historic Preservation Approval (if needed) on n/a

ADDITIONAL REMARKS/CONDITIONS:

Amy Hinglor
Village Staff

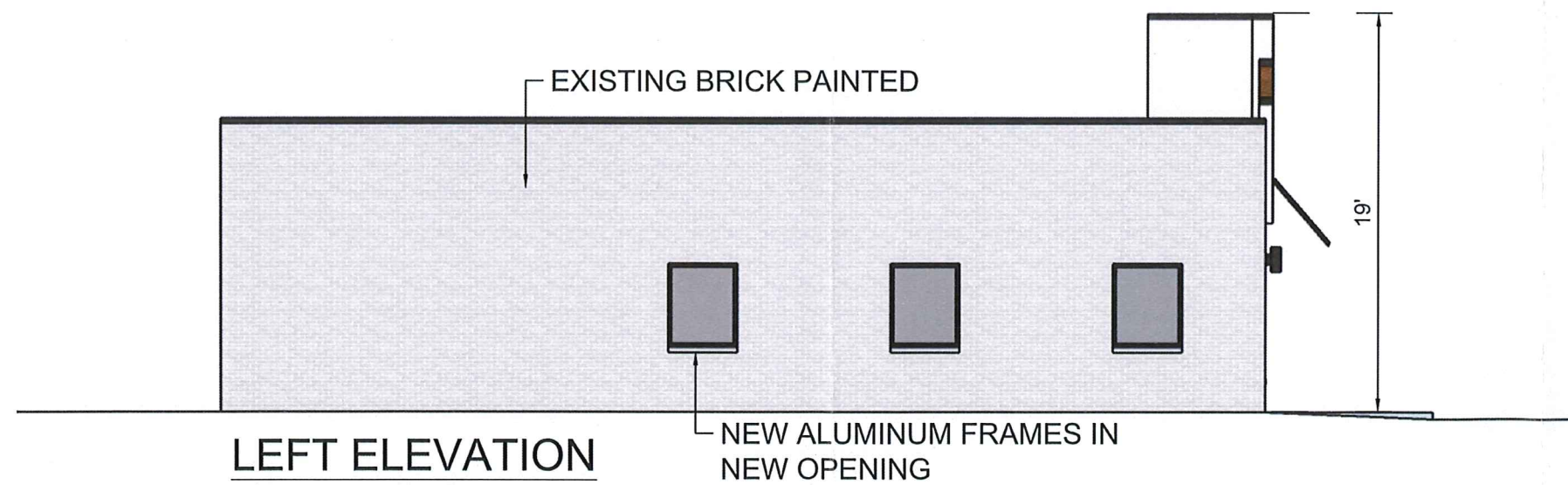
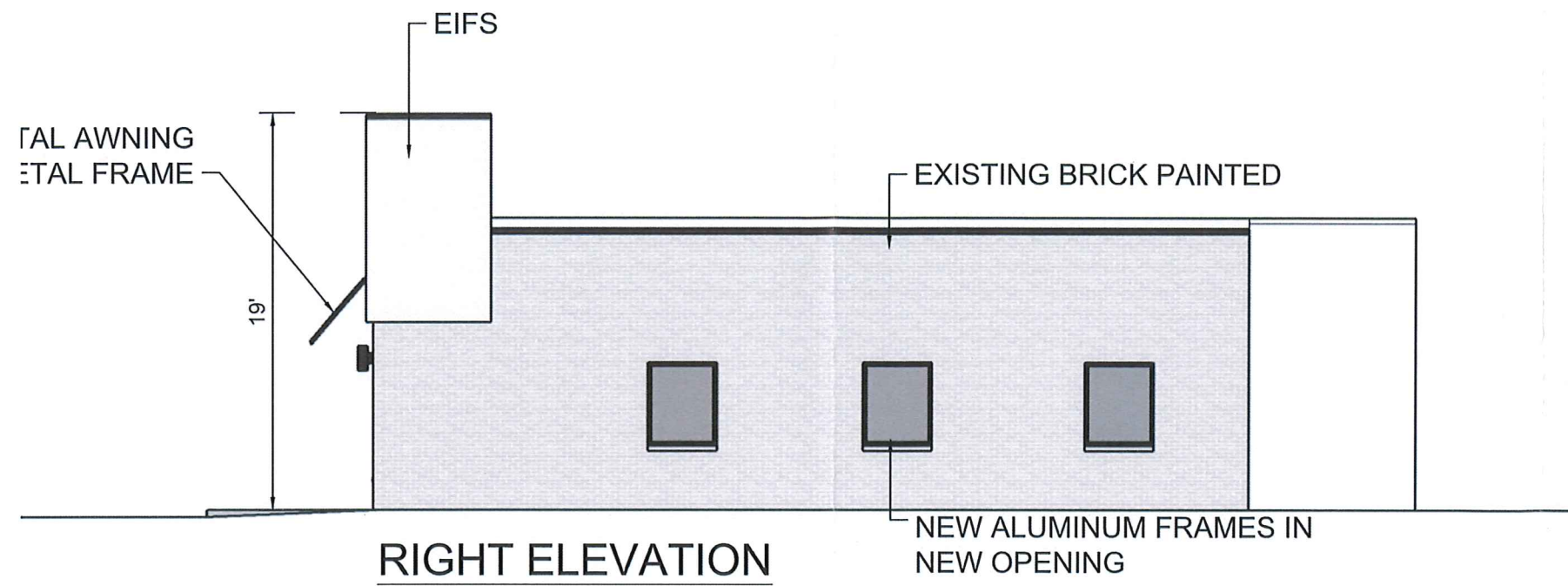
Village Clerk
Title

8/24/2021
Date



Dental Office





Dental Office



Thiensville Plan Commission Staff Report

Staff Approved Projects August 2021

Date	Address	Applicant	Project	Staff Approval	ZBOA	Approved	Denied
8/2/2021	201 Luisita Road	Tom and Barb Redding	In-ground Fire Pit	8/10/2021	n/a	X	

Code Compliance August 2021 Staff Report

Community Services

Address	Owner	Complaint	Action
122-116 S Main	THOMAS A MONTAINE	Tarp Covered Garage Roof	Forwarded to HPC at their request (Ongoing)
122-116 S Main	THOMAS A MONTAINE	Work without Historic Approval	Email sent
Woodside Lane	Mutiple	Garbage Container Storage	Police made contact
223 Vernon	Jerry Norberg	Excesive Animals	First Letter